

## Appendix H: Glossary

### A

**Action area** - The area of a secondary window where push buttons are placed.

**Applet** - An application program that is written in a platform-independent language (e.g., Java) and integrated into a Web page.

**Application** - The software to perform a set of related tasks. In the DII COE, an application can be composed of one or more segments, each taken from a different source.

**Application help** - Information about the features of an application and how to use them.

**Application icon** - A pictorial representation of an application that is displayed on the desktop and, when activated, launches the application.

### B

**Background image** - A graphic that is displayed behind the text on a Web page.

**Bar chart** - A form of graphic display that compares a single measure at several intervals.

**Browser** - Software that renders information specified in a markup language (e.g., HTML) in a standard format on different platforms. A browser provides the window in which users view the information on a Web page.

### C

**Check box** - A control that allows users to select a nonexclusive setting. A check box consists of a square-shaped indicator and a label describing the state being set.

**Client area** - The area of a window in which an application displays information and interacts with the user.

**Clipboard transfer** - An interaction technique in which users transfer an object from its current location to a temporary clipboard and then from the clipboard to a new location.

**Close button** - In MS Windows, a window decoration that, when activated, dismisses the window. The Close button is located at the right edge of the title bar.

**Combo box** - A combination control consisting of a text box and a list box. Users type in the text box, or they can select an item in the list box to display in the text box.

**Command window** - In Motif, a dialog window used to enter commands from the keyboard. A Command window contains a list box that displays a command history and a text box for entering commands.

**Context-sensitive help** - Information about an object and its current state that is displayed when the object has focus. The information is displayed in the status bar or in a separate pop-up window.

**Control** - An interface component with which users can interact (e.g., select an item, enter text, initiate an action).

**Control area** - The area of a secondary window where groups of related controls are placed.

**Control menu** - The menu that contains options for performing window management functions in a window. The Control menu is located at the left end of the title bar in Motif and is a pop-up menu available in the title bar in MS Windows.

**Control menu button** - In Motif, a window decoration that, when activated, displays the Control menu for a window. The Control menu button is located at the left edge of the title bar.

**Critical window** - In MS Windows, a message window used to present messages about critical problems that must be corrected before processing can continue.

## D

**Default action** - The action that users would most likely want to execute in the window with focus.

**Desktop** - The workspace on which windows and objects are placed. The desktop normally fills the entire screen.

**Dialog window** - A window used for short-term interactions related to sub-task or function control. A dialog window includes a control area and an action area.

**Document** - A collection of Web pages that contain information on one or more related topics and can be viewed either serially or accessed individually.

**Document window** - In MS Windows, a window that displays the content of a document or file.

**Drag icon** - The pointer shape indicating a drag operation is in progress. A drag icon shows the type of drag operation being performed and the type of object being dragged.

**Drag transfer** - An interaction technique in which users transfer an object by dragging it from one location to another.

**Drop-down combo box** - A combination control consisting of a text box, a list box, and a down-pointing arrow button. Users type in the text box, or they can activate the button to display the list, and select an item which is displayed in the text box.

**Drop-down list box** - A combination control consisting of a text area and a down-pointing arrow button. Users can activate the button to display the list and select an item which is displayed in the text area.

## E

**Edit menu** - A pull-down menu that contains options for modifying the data in a window.

**Ellipsis** - A three-dot suffix included in a menu option or control to indicate that additional information is required. When users select the option or control, a dialog window is displayed to request the information.

**Error window** - In Motif, a message window that informs users when an error has occurred.

**Explicit destruction** - The requirement that users confirm an action with irreversible negative consequences before the action is executed.

**External image** - A graphic image that is presented on a separate Web page (rather than as part of the page itself).

## F

**File menu** - A pull-down menu that contains options for working with the data in the window as a whole.

**Fixed function key** - A key on the keyboard that performs a single predefined action.

**Flow chart** - A form of graphic display that presents a schematic representation of the decision points in a sequence or process.

**Folder** - A container for storing files and applications.

**Form** - A Web page that contains interface components (e.g., push buttons, text boxes) for interacting with the information on the page.

**Frame** - A paned area in a browser window within which an HTML document is displayed.

## G

**Gauge** - A display-only scale that presents values users cannot change. A gauge can be used to provide feedback about the state of a process.

**Graphic schedule** - A form of graphic display that presents the time sequence for a series of tasks.

**Group box** - A graphic drawn around a set of controls to indicate they are related.

## H

**Handle** - A graphic indicator on an object that allows users to manipulate (e.g., move, resize) the object.

**Help menu** - A pull-down menu that contains options for obtaining additional information about a window or application.

**Help window** - A window that provides information about the function(s) performed in an application window.

**Helper application** - Software that allows a browser to process or display information that cannot be handled by the browser itself.

**Hotspot** - The area of the pointer that indicates where pointing device operations occur.

**Hotzone** - The area that the pointer must be within to be considered on an object.

**Hypertext Markup Language** - A markup language that describes the structure of a document.

## I

**Icon** - A graphical image used to represent an object, window, or application.

**Icon box** - In Motif, a window containing the icons for all open windows on the desktop.

**Image map** - A graphic image on a Web page that is divided into multiple regions, each of which navigates to a different destination.

**Incremental search** - In Motif, a search technique for locating specific text patterns in a list box.

**Index page** - A Web page containing an alphabetical list of keywords identifying topics addressed in a document or application.

**Information page** - A Web page that presents text and graphic information about a specific topic or concept.

**Information window** - A message window used to convey noncritical information that requires acknowledgment by users (in Motif) or provide information about the results of commands (in MS Windows).

**Inline image** - A graphic image that is presented as part of a Web page, rather than on a separate page.

**Input focus** - The window or object within a window to which keyboard input is directed. In explicit mode, focus is assigned by explicit user action, either with the pointing device or from the keyboard; in implicit mode, focus moves with the pointer, and no explicit user action is required.

**Internationalization** - The process of generalizing software so that it can handle multiple languages and cultural conventions without the need for re-design or re-compilation.

## K

**Keyboard** - An input device that allows users to type information and navigate to and select objects in a window.

## L

**Label** - Text or a graphic that identifies an object or control or provides information about it.

**Line graph** - A form of graphic display that presents trend information, spatially structured information, time-critical information, or relatively imprecise information.

**List box** - A control that allows users to select from a list of items.

**List view control** - In MS Windows, a list box containing a set of items that can be displayed in an icon, small icon, list, or report view.

**List-to-list transfer window** - A dialog window used to move objects from one collection to another.

**Location cursor** - A graphic indicator that identifies the object to which keyboard input is directed.

## M

**Map window** - A window that presents map information and provides access to map display and manipulation functions.

**Maximize button** - A window decoration that, when activated, expands a window to its largest size. The Maximize button is located at the right edge of the title bar.

**Menu** - A list of options from which users can choose. The options can execute commands, display a window (to request more information from users) or submenu, and specify settings.

**Menu bar** - The area at the top of a window from which users access the available menus in the application.

**Menu button** - A push button that, when activated, displays a menu.

**Menu option** - The commands, routings, and settings that are included in a menu.

**Menu title** - The label in the menu bar of a window from which users access a pull-down menu.

**Menu window** - In Motif, a window that is displayed when users activate the tear-off button in a menu.

**Message window** - A secondary window that presents messages to the user.

**Minimize button** - A window decoration that, when activated, reduces a window and all of its children to a window icon (in Motif) or taskbar button (in MS Windows). The Minimize button is located at the right edge of the title bar.

**Minimized window** - A window that has been minimized into a window icon (in Motif) or taskbar button (in MS Windows).

**Mnemonic** - An alphanumeric character in the label of a menu or control that, when used in combination with ALT, navigates to the component and selects or activates it.

**Modifier key** - A key that, when pressed in combination with another key, changes the meaning of the other key. Modifier keys are ALT, CTRL, and SHIFT.

**Multiple document interface** - An application that can open more than one file in a window at a time.

**Multiple selection list box** - In MS Windows, a list box that supports the selection of more than one item.

## N

**Navigation** - The manner in which users move input focus between windows and controls in a native application or between pages in a Web application.

**Navigation bar** - The area of a Web page with links that support local navigation within the application.

**Navigation page** - A Web page with text and/or graphic links to information pages or other navigation pages in the application.

## O

**Object-action paradigm** - An interaction model in which users first select an object (so that it has input focus) and then select an action to perform on the object.

**Open window** - A dialog window that allows users to choose a file or directory to open.

**Option menu** - In Motif, a control consisting of an option menu button which, when activated, displays the menu. When users select one of the options in the menu, it is displayed in the option menu button.

**Options menu** - In Motif, a pull-down menu that contains options for customizing the application.

## **P**

**Page body** - The main area of a Web page where text and graphic information is presented and links to other pages are provided.

**Page footer** - The area at the bottom of a Web page that contains a signature (e.g. the page author) and may also include a navigation bar, security markings, and other identifying information about the page.

**Page header** - The area at the top of a Web page that contains the page name and a navigation bar and may also include a banner graphic, page path, and security markings.

**Page path** - A navigation aid on a Web page that identifies the sequence of pages that lead to the current page from the home page.

**Page title** - A label in the title bar of the browser that indicates the name of the Web page displayed in the window.

**Pane** - The area in a window that has been divided by a sash (in Motif) or a split bar (in MS Windows).

**Pie chart** - A form of graphic display that provides an approximation of how an entity is apportioned into component parts.

**Plug-in** - Software that is integrated into a browser so that multimedia information can be displayed in the browser window without using a separate helper application.

**Pointer** - The graphic indicator that represents the current location of the pointing device and identifies where pointing device operations occur.

**Pointing device** - An input device that allows users to move a pointer on the screen, select objects on which the pointer is placed, and manipulate the objects directly.

**Pop-up menu** - A menu that is activated at the location of a selected object and contains options relevant to the object.

**Primary transfer** - In Motif, an interaction technique in which users transfer a selectable object directly to a destination without using the clipboard for temporary storage.

**Primary window** - The window in which most user interactions occur when performing a task in an application. A primary window provides window management for one or more secondary windows that are children of (i.e., subordinate to) the parent primary window.

**Print Window** - A dialog window used to print a file, selection, or other type of object.

**Processing mode** - An application state where user actions have different results depending on the mode currently in effect.

**Prompt window** - A dialog window used to request information needed to continue processing.

**Properties window** - A dialog window used to modify the properties of an object.

**Pull-down menu** - A menu that is activated from a menu bar.

**Push button** - A control that allows users to initiate an action.

## Q

**Question window** - In Motif, a message window used to request clarification of a previous response.

**Quick transfer** - In Motif, an interaction technique in which users temporarily select and immediately transfer an object to a new location.

## R

**Radio button** - A control that allows users to select from a set of mutually exclusive options. A radio button consists of a circular indicator and a label describing the state being set.

**Restore button** - In MS Windows, a window decoration that, when activated, returns a maximized window to its previous size and location.

## S

**Sash** - In Motif, a control that allows users to adjust the size of the viewing areas in a paned window.

**Save As window** - A dialog window that allows users to select a file or directory to save.

**Scale** - A control that allows users to set a value in a range. A scale consists of a scale bar and an indicator for setting a scale value.

**Scroll arrow** - The part of a scroll bar that, when activated, scrolls incrementally through the information in a window.



**Scroll bar** - A control that allows users to scroll the information in a window when the information exceeds the space available to display it. A scroll bar contains a scroll bar shaft, a scroll box, and scroll arrows.

**Scroll bar shaft** - The part of a scroll bar that represents the length of the information that users can scroll.

**Scroll box** - The part of a scroll bar that indicates the relative position of the information currently displayed. Users drag the scroll box to cause a scrolling action.

**Search page** - A Web page that allows users to type a keyword and then activate a search engine that locates each instance of the word.

**Secondary window** - A window that presents supplementary or supporting data or operations. A secondary window can be the child of another window, either primary or secondary. There are two types of secondary windows: dialog windows and message windows.

**Selection** - The manner in which users identify the object(s) with which they want to interact.

**Selection window** - In Motif, a dialog window that is used to make selection from a list of choices or perform an incremental search.

**Separator** - A line used in a menu or window to delimit a group of related options or controls.

**Shortcut key** - One or more keys that execute the action of a menu or control in the window with input focus.

**Single document interface** - An application that can open only one file in a window at any given time.

**Sizing grip** - In MS Windows, a window decoration that, when dragged, changes the size of a window. The sizing grip is located in the lower right corner of a window.

**Speed search** - In MS Windows, a search technique for locating specific text patterns in a list box.

**Spin box** - A combination control consisting of a text area and a pair of arrow buttons that allows users to select from a set of ordered values. Users activate the buttons to increase or decrease the value displayed in the text area.

**Split box** - In MS Windows, a control for dividing a window into viewing areas and adjusting the size of the areas. A split box is located at the top of a vertical scroll bar or at the left end of a horizontal scroll bar.

**Status bar** - The area of a window that presents noncritical information to users, provides simple help, and indicates the status or current status of the application. The status bar is located along the bottom of the window.

**Submenu** - A child menu that is parented by an option in a pull-down or pop-up menu. The parent option includes a right pointing arrow to indicate the presence of the submenu.

**Surface chart** - A type of line graph that depicts data representing all parts of a whole.

## T

**Tab group** - A control or group of controls to which users navigate by using TAB. Users navigate within a tab group by using the arrow keys.

**Tabbed page** - A control that displays multiple views of information within a single window.

**Taskbar** - In MS Windows, the toolbar on the desktop that contains the Start button and taskbar buttons for each open primary window.

**Taskbar button** - In MS Windows, the representation of a minimized window.

**Tear-off menu** - In Motif, a pull-down menu, pop-up menu, or submenu that can be displayed in a menu window. A menu that can be torn off contains a dashed-line graphic that is the first option in the menu and serves as the tear-off button.

**Text box** - A control that allows users to enter and edit text.

**Text cursor** - The location cursor that indicates where text input will be displayed in a window.

**Text-display box** - A text box that is used to display read-only text.

**Title bar** - A window decoration that displays the window title and, when dragged, moves the window to a new location. The title bar extends across the top of the window.

**Title bar icon** - In MS Windows, the window decoration that represents the application or document displayed in a window. The title bar icon is located at the left edge of the title bar.

**Toolbar** - A collection of buttons that allow users to invoke modes, apply settings, and execute actions in a window.

**Tooltip** - In MS Windows, a pop-up window that provides descriptive information about an object when the pointer is on the object.

**Tree view control** - In MS Windows, a list box containing a set of hierarchically related items that can be displayed as an expandable outline.

## U

**Unfold button** - A push button that, when activated, expands the size to a dialog window to display additional information and/or actions.

## V

**Variable function key** - A key on the keyboard that performs different actions depending on the current state of the application.

**View menu** - A pull-down menu that contains options for changing the view of an object and controlling the display of window components such as a toolbar or status bar.

**Viewing area** - The area within a browser window where a Web page is displayed.

## W

**Warning window** - A message window used to present critical message concerning the consequences of an action and to allow users to cancel a destructive action.

**Web application** - An application that relies on a browser to provide access to Web-based information.

**Web page** - The text and graphic information that is displayed in the viewing area of a browser.

**What's This? button** - In MS Windows, a window decoration that, when activated, displays context-sensitive help. The What's This button is located at the right edge of the window.

**Window** - A portion of the display screen delimited by a border in which information is displayed.

**Window border** - A window decoration that surrounds a window and, when dragged, changes the size of the window.

**Window decoration** - A window component that performs a window management function (e.g., minimizing, maximizing, moving, resizing).

**Window family** - A parent window and all of its subordinate child windows.

**Window icon** - In Motif, the representation of a minimized window.

**Window menu** - In MS Windows, a pull-down menu that contains options for arranging and closing child document windows.

**Window mode** - A mode assigned to a secondary window that determines the extent to which users can interact with other windows while the window is open. Users can interact with other

windows when a modeless window is open, but are restricted from interacting with other application and/or system windows when a modal window is open.

**Window title** - A label in the title bar that indicates the name of the window.

**Working window** - In Motif, a message window used to indicate the progress of a lengthy process.